

RAJYA SABHA SECRETARIAT
(STORES SECTION)

Subject:- Comprehensive Annual Maintenance Contract (AMC) in respect of fax machines installed in the Rajya Sabha Secretariat.

Rajya Sabha Secretariat intends to put its fax machines **(Annexure-I)** under Annual Maintenance Contract as per the terms and conditions in **Annexure-II. The contract will be valid for a period of one year.**

The interested parties are accordingly requested to submit their rate quotations (Financial/Technical) for AMC of the aforesaid fax machines in separate **sealed covers** clearly marked as “**Technical Bid**” and “**Financial Bid**” alongwith Earnest Money Deposit of Rs.25,000/-in the form of Demand Draft in favour of **Deputy Director, Rajya Sabha Secretariat**, to the undersigned in Room No.528-A, Parliament House Annexe on or before **17th October, 2012 by 3.00 P.M.** The Bids will be opened on the same day at 3.30 P.M. in the presence of tenderers/their representatives.

(J.K.Mallick)
Deputy Director

(ANNEXURE-I)

LIST OF FAX MACHINES

Sr.No.	Make & Model	Quantity
1	Sharp FO 1660 M	03
2	Sharp FO-650	04
3	Sharp FO – P 610	06
4	Samsung 565 P	07
5	Samsung SF 565 PR	14
6	Samsung No.371P	10
7	Samsung No.361-P	01
8	Samsung SCX-4521-F (Fax-cum-Scanner)	03
9	Samsung SCX- 4623 FH	01
10	Samsung SF-651-P	15
11	Sharp FO-1550	01
	TOTAL	65 *

*** The number of machines may be increased/decreased during the contract period.**

x-x-x-x-x-x

(ANNEXURE- II)

TERMS AND CONDITIONS FOR AMC OF FAX MACHINES

Sealed Tenders are invited for the award of Annual Maintenance Contract for fax Machines (*Annaxure-I*) in the Rajya Sabha Secretariat as per the terms and conditions mentioned below. The Technical/Financial bids should be in two separate covers with clearly marked as **“Technical Bid”** and **“Financial Bid”** respectively.

1. The AMC shall be valid initially for a period of one year w.e.f. the date of award, extendable on the basis of performance and work conduct of past year.
2. The firm must be an authorized service provider of Sharp and Samsung Fax Machines.
3. The firm should be an ISO certified 9001-2000.
4. Copies of PAN No./TIN No./Service Tax No. must be attached.
5. Maintenance Annual turn over required in any of three preceding financial year shall be 50 lakh. Proof of annual turnover shall be submitted in form of TDS certificate or audited balance sheet.
6. Establishment of the firm must be more than 5 years. Firm must provide satisfactory service certificate from minimum five Govt. Organizations.
7. Firm must have sufficient number of qualified and experienced Engineers and should be available within one hour from the time of registration of complaints. If the firm does not attend the complaint within 24 hours from the time of registration of complaint with the firm, a penalty Rs.500/- will be deducted from claim on account of non attending the complaint.
8. In case of any fault detected, the repair would be carried out on site itself. However, in case of the equipment is taken to the workshop, the firm would provide a standby equipment for the same.

9. The service provider shall be liable for any loss/damage to the schedule equipment caused due to negligence during contract period.
10. The service provider will not have any legal right to proceed against the Secretariat in the event of late payment due to unforeseen reason.
11. The jurisdiction for the purpose of settlement of any dispute/difference in respect of breach of AMC clause would be taken in Delhi.
12. Earnest money of Rs.25,000/- shall be deposited through Bank draft in favour of **Deputy Director, Rajya Sabha Secretariat**. The earnest money shall be returned to the successful and unsuccessful bidder after the finalization of the contract. If the successful bidder fails to undertake the contract, his earnest money shall be forfeited.
13. The Firm whose quotation is finally accepted shall have to deposit a sum of Rs.25,000/- in favor of **Deputy Director, Rajya Sabha Secretariat** as security which will be released after satisfactory completion of the contract.
14. The payment will be made on quarterly basis at the end of every quarter after satisfactory maintenance/servicing/repair of the fax machines during a particular quarter upon submission of a pre-receipted bill, by the AMC provider duly verified by the concerned users.
15. The increase in rates will not be allowed during the contract period and taxes shall be deduced as per rules.
16. The Secretariat reserves the right to terminate the contract by giving due notice in case of breach of any terms and conditions under the contract during the contract period.
17. Financial Bids of only those tenders will be opened who qualify/fulfill the Technical Bids.
18. Details of the Technical Bid and Financial Bid are given in Schedule I & II, respectively.

(J.K.Mallick)
Deputy Director

ANNEXURE-III

ANNUAL MAINTENANCE CONTRACT FOR FAX MACHINES

DECLARATION

From

M/s

To

The
Stores Section
Rajya Sabha Secretariat
Parliament House Annexe
New Delhi-01

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We have also confirm that in the event of my/our tender being accepted, I/We have hereby undertake to furnish Performance Security, as applicable in the form of Demand Draft.
3. I/We have further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom Government have banned/suspended business dealing.. I/We have further undertake to report to the Rajya Sabha Secretariat, New Delhi immediately after we are informed by in any case not later than 15 days if any firm in which Proprietor/Partner/Directors are Proprietor or Partner or Director of such a firm which is banned/suggested in future during the currency of the contact with you.

Yours faithfully,

Name/Designation.....

Authorized Signatory of the firm

Date & Seal of the firm

(SCHEDULE - II)

SCHEDULE OF RATES (FINANCIAL BID)

Sr.No.	Make & Model of Fax Machine	AMC rates per unit	Total AMC rates including VAT/Service Tax
1.	Sharp FO 1660 M		
2.	Sharp FO-650		
3.	Sharp FO – P 610		
4.	Samsung 565 P		
5.	Samsung SF 565 PR		
6.	Samsung No.371P		
7.	Samsung No.361-P		
8.	Samsung SCX-4521-F (Fax-cum-Scanner)		
9.	Samsung SCX- 4623 FH		
10.	Samsung SF-651-P		
11.	Sharp FO-1550		

(SCHEDULE- 1)

TECHNICAL BID

1. Name, Address and Telephone Numbers of the bidder:-----
2. Name of Proprietor/Partner of the Firm/ Agency.....
3. Registration and incorporation particulars of the bidder indicating legal status such as company, partnership/proprietorship concern, etc.
4. Bidder's bank and its address and his current account number.
5. Registration details of CST/VAT/Excise Duty/TIN/PAN etc. of the bidder.
6. ISO certificate of the firm.
7. Proof of experience/performance certificate in maintaining the fax machines during the last 3 years from at least five Government Departments.
8. Certificate of authorized service provider for the Sharp/Samsung fax machines.
9. Declaration regarding that the firm has never been blacklisted or otherwise in the past.

I hereby agree to abide by all the terms and conditions of the tender documents.

Name/Designation.....

Authorized Signatory of the firm

Date & Seal of the firm

NOTE:-

1. Copies of all documentary proofs to be enclosed for above items failing which the tender document will be rejected forthwith.
2. The price quoted should be typed neatly and handwritten prices will be treated as invalid.

